

What to Do Before My Clinical Placement University Health Network: Student Services

Checklist: Preceptored, Group Learners and Clinical Instructors

1. CREATE AN ACCOUNT ON [UMLEARNS](#). Note the following:

- a. The e-mail address used must be school-issued (do not use your personal e-mail address).
- b. Your Learner Type on your account must be entered as "Health Professions" (not as "Medical Learner").

If you cannot find your mask size (or the equivalent), you will not be able to start your placement. You will need to contact nursingstudents@uhn.ca to arrange a mask fit testing at UHN.

2. REGISTER YOUR PLACEMENT(S) ON UMLEARNS Note the following:

- a. Placement details must be submitted for **each** semester that you are at UHN (regardless of if you are returning).
- b. Once you have submitted your placement details, a member of the Student Services Centre will verify the details of your submission and will approve your submission (**please note that this may take 1-2 business days**).
- c. Once your placement submission is approved, you will receive an auto-generated welcome e-mail. Your username for your Network Log-In will become available on your UMLearns profile, however, your temporary password will not be available until 3 weeks prior to the start date of your placement as listed on UMLearns.

3. COMPLETE YOUR [ID VERIFICATION](#)

4. COMPLETE THE ORIENTATION LEARNING MODULES on uhnnursing.com/olm14

(valid for 12 months) Note the following:

- a. You must complete ALL 13 modules and must retain proof of completion (i.e. screenshots) to present to your unit.
Once you have completed all modules, you must return to your UMLearns account and enter the "Date of Completion" on your profile – failure to do this will flag your modules as incomplete.

5. COMPLETE YOUR EPR MODULE (Please note this module is valid for 24 months)

a. EPR takes up to 5 business days to process

- b. Complete the online learning [Intro to EPR](#), click on the **Nursing category icon**, and complete the **Foundational Modules** and the **EPR for Nursing** specific module. Please ensure you complete the module that corresponds to your current role and training level E.g: undergraduate (Nurse Learner), NP Module (NP Learner) and Master's Module (Read Only). If you are unsure about which module to complete please contact nursingstudents@uhn.ca
- c. Complete and submit the Declaration Form (**This is the only way to get credited for completing the eLearning**)

- d. You will be given final instructions/next steps to obtain access from UHN's Student Services

Contact nursingstudents@uhn.ca if you require further assistance of any kind.

6. **COMPLETE YOUR PYXIS MODULE on uhnnursing.com/olm14**

Group students at Toronto Rehab do not require Pyxis and can skip this step.

Note the following:

- a. Your Pyxis access will not be processed until you have also completed your EPR training.
- b. Pyxis access will only be granted upon successfully completing the module. You must retain proof of module completion (i.e. screenshots).
- c. Your Pyxis login is your UHN tID and password, which can be found on your UMLearns account under the Network Log-In tab. **You cannot use your temporary password to log into a Pyxis machine – it must be changed first on a UHN computer.**

Pyxis access takes up to **5 business days** to process once your EPR is completed.

NOTE: The steps outlined above are considered mandatory onboarding processes and must be completed by ALL students and Clinical Instructors (even if you are staff at UHN) BEFORE starting their clinical placement – as per UHN policy, you are not permitted to be at UHN without completion of all steps outlined above.